

ARCS PROCEDURE:	DOMESTIC POST-TRAVEL PROCEDURE	PRO(TWPPO)-056.002
Author: J. Leyba, J. Powell		10 February 2003 Page 1 of 1

Domestic Post-Travel Procedure

I. Purpose:

This procedure describes the steps to take when submitting for reimbursement of a domestic travel claim.

II. Cautions and Hazards:

None.

III. Requirements:

- LANL Travel Authorization and Expense Worksheet
- Citrix software and authority to access LANL travel system

IV. Procedure:

A. Steps:

1. Traveler completes an Expense Worksheet, which can be found in room #108 in the file left of the mailboxes.
2. Traveler gives completed worksheet with receipts attached to Jeanette.
3. Jeanette will enter on the LANL travel system and print the summary for traveler's signature.
4. Traveler signs the summary and attaches receipts, then returns them to Jeanette.
5. Jeanette will have the signed summary handcarried to the group office for the Group Leader's signature. Helen will call TWP to pick up the travel claim when it has been signed.
6. A copy will be made for TWPO travel books and the original mailed to BUS-1, MS P234. If urgent or necessary, it can be handcarried to the Travel Office.

V. References:

None.

VI. Attachments:

None.